

PAUL GUNN
About Your Instructor

Known as a lively and energetic instructor, Mr. Paul Gunn, Sr., has a wealth of experience in Cost, Managerial, and Government Contract Auditing & Accounting. His education and training includes a degree in accounting, an MBA in management, extensive training at the Defense Contract Audit Institute in Memphis, TN., and advanced training in accounting and financial software.

As an auditor with the DCAA, Mr. Gunn audited numerous contractors in many cities and states. His 25+ years of practical experience provides a training environment where attendees feel they are not getting just book knowledge and theory, but also how to practically apply what they learn to real day-to-day operations.

Since 1992, Mr. Gunn has assisted numerous small government contractors nationwide in securing millions of dollars in contracts through satisfying audit, accounting, and pricing requirements. Mr. Gunn also provided representation, negotiation, and liaison support with government buyers, contracting officers, price analysts, and DCAA auditors.

Mr. Gunn has trained thousands of small businesses and CPA's in understanding how to establish profitable indirect rates, develop adequate accounting systems, prepare acceptable proposals and effectively interacting with auditors and other government personnel. Mr. Gunn has served as an expert witness in criminal and termination cases for clients while providing forensic accounting services.

Mr. Gunn has personally developed and implemented many automated accounting systems including Deltek, MAS90, SBT, Peachtree, and Quickbooks Pro. As a business owner himself, he knows and understands firsthand the frustrations and issues that confront his colleagues each day.

An internationally renowned and well respected and sought after speaker and instructor. He has guest lectured for the Small Business Administration, Army Missile Command, Small Business Development Center (SBDC), Chamber Of Commerce, American Society of Women Accountants, and other small business civic organizations. A true advocate for the small business.

STRAIGHT TALK

No nonsense, meaningful and practical discussions on what you need to know about indirect cost and rates, an adequate accounting systems, and cost and pricing.

Take back tools, skills, and information you can use immediately. And bring your questions.

This is a Workshop, so come prepared to work!

**How do you know if you qualify as a 7(j)
Eligible small business owner to attend?**

A 7(j) Eligible small business owner is defined as: 8(a) certified firms, Hubzone certified firms, firms that are eligible to receive 8(a) contracts, businesses operating in areas of high unemployment or low income and firms owned by low income individuals. Areas of high unemployment are defined in the U.S. Census Bureau's County and City Data Book. The low-income area and the low-income individuals are defined in the Poverty Guidelines issued by the U.S. Department of Health and Human Services (HHS).

Remember, you must register online at:

www.ussmc.com

Or call the SBA District Office listed on this brochure.

****Important****

Registration is on a first come, first served basis. Workshops presented by PGBC, Inc. fill quickly, so contact your local SBA office or go online and confirm your seat now!

To register online go to: www.ussmc.com

**The Cost and Pricing
Workshop - 1 day**

1. Understanding the fundamentals of indirect cost and rates,
2. Developing a DCAA acceptable accounting system,
3. Understanding FAR Part 31 on allowable and unallowable costs, and
4. Minimizing your exposure to fines, penalties, and interest.

Sponsor

**U.S. Small Business Administration
Office of Business Development
in association with
USSMC and PGBC**

*Management Consulting, Training,
Conference Management, Logistics & Support*
USSMC, Inc. - www.ussmc.com

Instructor

Paul Gunn, Sr. - PGBC, Inc.

Facilitator

**Barbara A. Fisher
Pittsburgh District Office**

Date(s) Location

**09/14/05 Federal Bldg., 1000 Liberty Ave.
Room 118, Pittsburgh, PA 15222
Time: 8:00 AM - 4:00 PM**

*This U.S. Small Business Administration (SBA)
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The Cost and Pricing Workshop - 1 day

Indirect Rates, Accounting System, Unallowable/Allowable Costs

Issues to be discussed

- ⇒ The importance of the accounting system as the foundation of your business and government contracting.
- ⇒ Setting up an acceptable accounting system for government, financial, audit, banking, invoicing, and proposal purposes.
- ⇒ Understanding the concept of indirect costs. Learn the process to identify and assign every cost in your company as direct or indirect.
- ⇒ How to develop adequate and profitable indirect rates.
- ⇒ Key audit clauses to look for in your contract. If they are in your contract you should learn what they mean.
- ⇒ FAR Part 31 - Almost all firms should understand the basic principles outlined in FAR part 31. (Allowability, Allocability, Reasonableness, Direct vs. Indirect Cost, Credits, etc.) Safeguard your firm now and for the future.
- ⇒ Minimizing your company liability and exposure to fines, penalties, and interest.
- ⇒ Key resource information to follow up and stay current after workshop.

Remember, what you do or don't do now may determine your success later. Don't make the mistake of thinking these issues are not important to you or your company at this point. They are! And the courts are full of cases to prove it.

Don't Bury Your Head In The Sand!

Someone in your business needs to understand these issues. Decide Who and Send Them!

FAR

Accounting
System



Indirect
Rates

DCAA



FAQ's on Workshop

Q: Who should attend?

- A:** Any person(s) from your firm that is, or may become involved in the accounting, finance, pricing, cost proposal, or contract administration functions. Training is a cost effective way to improve staff skills and value.

Don't find out the hard way!

Q: What is the cost of the workshop?

- A:** **There is no charge** for this workshop. This is a savings of up to \$495. You are responsible for your meals, lodging and transportation. **Take advantage of this opportunity now!** Send someone to represent your firm.

Q: Is seating limited?

- A:** Yes, **seating is limited** to the first 35 representatives of 7j eligible firms who confirm attendance. Workshops taught by Mr. Gunn fill fast so **REPLY & CONFIRM**

Q: Who is sponsoring the workshop?

- A:** This program is sponsored by the SBA Office of Business Development in association with USSMC and PGBC, Inc.

Learn from a former auditor and fellow businessperson who's been there and understands the practical application of cost and pricing related issues.

General Workshop Information

Date(s) **Location**
09/14/05 **Federal Bldg., Room 118**
1000 Liberty Avenue
Pittsburgh, PA 15222

TIME: 8:00 AM - 4:00 PM

SBA Contact: Carrie A. Herron
Phone: (412) 395-6560 Ext 104
Fax: (412) 395-6562
Email: carrie.herron@sba.gov

To Register Online Go To: www.ussmc.com

Course Completion Certificates

Each participant will receive a certificate of successful completion evidencing their personal commitment to excellence and continuing education.

CPE Credit



PGBC, Inc. (Paul Gunn Business Consulting) is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: www.nasba.org

CPE credit: 8.0 Field of study: Specialized knowledge
Workshop level: basic no advance preparation required- Classroom style: Workshop- Prerequisites: Some basic knowledge of bookkeeping recommended but not required.

When you register please indicate if you require CPE credit. Attendees are responsible for submitting their CPE credit hours to the state board.